

DEPARTMENT OF THE AIR FORCE
Headquarters Headquarters Command USAF
Bolling Air Force Base DC 20332

HQ COMD USAF SUPPLEMENT 1
AFR 11-4
15 September 1972

Administrative Practices

HOST-TENANT SUPPORT RESPONSIBILITIES OF USAF ORGANIZATIONS

AFR 11-4, 11 December 1970, is supplemented as follows:

*1. The provisions of this supplement apply to units under the operational control of this Command. Special Activity Squadrons (SAS) and designated Separate Operating Agencies (SOA) that receive administrative/logistical support from this Command will follow the administrative guidance in this supplement for orderly processing of agreements. This Headquarters will act as the Major Command Host approving agency for agreements made by designated SASs and SOAs.

*3d(1). Attachment 1 of this supplement provides specific guidance relevant to support functions listed in attachment 1 to basic regulation. Before approval of an agreement, commanders will assure action has been taken in accordance with AFR 40-105, paragraph 2a(1), 11 May 1971.

3g(Added). Memorandums of Understanding. It is the policy of this Headquarters that a written agreement will be in effect with every unit receiving support from this Command. In the case of units which are normally exempt from formal agreements, a Memorandum of Understanding will be prepared. This procedure will also be used when one unit of this Command is supporting another unit of this Command. Memorandums of Understanding will be accomplished in the same format as formal support agreements, using AF Form 149. Memorandums of Understanding do not require Command approval; however, one completed copy of each Memorandum of Understanding should be forwarded to HQ COMD USAF/LGX for record purposes.

(1) Commanders of the 1 Comp Wing

and 1100 Air Base Wing will devise mutually agreeable procedures for processing Memorandums of Understanding with regard to items of support which are not available at both bases.

*(2) Manpower requirements will be coordinated with the appropriate HQ COMD USAF Management Engineering Team (MET) prior to finalizing Memorandums of Understanding.

6d(Added). Staff Supervision. Staff supervision for the implementation of AFR 11-4 and this supplement will rest with the Deputy Chief of Staff, Logistics, this Headquarters.

(1) The Commanders of the 1 Comp Wing and the 1100 Air Base Wing are designated as negotiating officials for all host-tenant support agreements which commit resources of this Command to the support of units of other commands. If the authority to sign support agreements as "Negotiating Official" is invested in anyone other than the Wing Commander, the DCS/Logistics, this Headquarters, will be furnished the name(s) of the designated representative(s).

(2) The DCS/Logistics and Assistant DCS/Logistics, this Headquarters, are designated as the approving officials for all host-tenant support agreements affecting elements of this Command.

(3) The commanders committed to the support of tenant units will assure themselves that these units are being supported to the fullest extent possible within the

Supersedes HQ COMD USAF Sup 1, 7 April 1971, to AFR 11-4, 11 December 1970

OPR: LGX

DISTRIBUTION. S; X

HQ USAF/PRMA - 1

AUL Maxwell AFB AL 36112 - 1

AFISC/PQA Norton AFB CA 92409 - 1

DAPE - 3

LG - 30

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instructions apply.

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capability of resources under their control.

6e(Added). Blanket Type Support Agreements. Organizations for which HQ COMD USAF is the parent command, such as USAF Postal and Courier Service, 1141 USAF Special Activities Squadron, 1035 Technical Operations Group, or Civil Air Patrol-USA, which have more than one detachment or unit of the same type tenanted within the boundaries of another major command, will, wherever feasible, negotiate through HQ COMD USAF a blanket type support agreement. This will eliminate lengthy processing of separate agreements.

6f(Added). Procedures for Special Activities Units of HQ USAF, Units of Other Commands and Operational Elements of this Command:

(1) Special Activities Units of HQ USAF. Although such units are usually assigned a numerical designation from this Command's block of organizational numbers, they should be regarded as special activities units, inasmuch as they are under operational control of JCS or HQ USAF. These units are normally exempt from the requirement for negotiating a formal agreement for support. If either the host or the tenant desires a written agreement, it should be negotiated according to the established procedures of the host, with a representative of the tenant signing as "Tenant Negotiating Official." After the negotiating officials have signed the AF Form 149, the agreement should then be sent to HQ COMD USAF/LGX. In turn, this Headquarters will forward the agreement to the HQ USAF office having operational control over the activity involved. After that office indicates concurrence in the agreement, the DCS/Logistics or Assistant DCS/Logistics, this Headquarters, will sign the document as "Tenant Approving Official," and return it to the host base for finalization and distribution.

(2) Units of Other Commands. Units of other commands desiring support from this Command should submit a request to the commander of the base on which the unit is tenant. If the unit is not a tenant on either Andrews AFB or Bolling AFB, the request should be submitted to HQ COMD USAF/LGX, indicating the base from which support is desired.

* (3) Operational Elements of this

Command:

(a) Negotiation. (Negotiation of Tenant Requirements with command elements and/or lateral agencies). Wing commanders will coordinate with the Commander, Malcolm Grow USAF Medical Center and 1139 Comptroller Services Squadron for tenant support requirements that are not under their operational control. Coordination on support agreements will be returned within ten working days to the Wing concerned. All tentative support agreements will be forwarded to the HQ COMD USAF/MET for review and coordination. A copy of all finalized agreements will be furnished that office for informational purposes.

(b) Processing. After agreements have been signed by the host and tenant negotiating officials, a minimum of four copies will be furnished tenant approving official for staffing and approval. Upon approval by that headquarters, the tenant approving official will forward the agreement to the host approving official for approval. The finalized document will be reproduced by the host approving official and copies furnished to the tenant and other interested agencies.

(c) Annual Review. Each agreement, including Memorandums of Understanding, will be reviewed annually by the principal negotiators at least sixty days prior to its anniversary date, and adjustments made, if necessary. A copy of the review/revision will be attached to the original document. A copy will be distributed to holders of the initial agreement for record purposes. This provision will not preclude the reexamination of an agreement at any time such review/revision is considered necessary by any of the parties involved. When support requirements change, the host will be notified immediately, so dollar requirements may be included in financial plans and/or revisions thereto.

(d) Host-Tenant Agreement Register. Commanders of the 1 Comp Wing and 1100 Air Base Wing will maintain a current register of all units being supported using the HQ COMD USAF Document (PCN 41102) "Listing of Host-Tenant Support Agreements" as a basis. The HQ COMD USAF "Listing of Host-Tenant Support Agreements" will be published quarterly by HQ COMD USAF/LGX.

*9d(Added). Format and contents of agree-

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ment are as follows:

(1) Each agreement will have an AF Form 149 as a cover sheet filled out as completely as possible (para 6b). Host and tenant coordinating officials and officials maintaining final approval authority will sign in block 1V.

(2) Each page of attachments to the agreement will be numbered. (Example:

Atch 1, page 1 of 7.) In addition, attachments will be prepared on 8x10 1/2-inch bond paper.

(3) Where HQ COMD USAF is the host command, all written agreements will include the following planning factors:

(a) Vehicle requirements of the tenant.

(b) A mission statement of the tenant.

(c) A list of buildings and facilities, by building number, charged to the tenant, both on and off base, by size in square footage with utilization indicated for each.



W. J. MIDDLETON, Lt Col, USAF
Director of Administration

(d) Any additional planning factor deemed appropriate.

(4) Where HQ COMD USAF is the tenant command, the foregoing planning factors will be included in agreements in accordance with the policies of the host command.

(5) All agreements will include a statement insuring that support planning factors will not be materially changed without prior coordination and approval.

Atch 2, Para 1. When an agreement is reaccomplished, an "X" will be placed in the "Initial" block of AF Form 149 and next to the block, the word "Reaccomplished" will be entered. The following information will be included in Section VI:

a. The tenant unit strength, indicating manpower authorizations by officer, airmen, and civilian totals and aggregate manpower.

b. Aircraft and/or vehicles possessed by the tenant listed by type/model/series.

Atch 2, Para 3. The Budget Officer will be included as a staff member during the annual review of host-tenant support agreements.

JOHN L. LOCKE, Major General, USAF
Commander

1 Attachment
Detailed Host and Tenant Responsibilities

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DETAILED HOST AND TENANT RESPONSIBILITIES

1010 COMMAND - Insert a double "X" and include the following in the attachment to the agreement.

Host: Inspect tenant units to insure facilities and grounds are maintained in accordance with Air Force standards; and formalize any special inspection arrangements as may be mutually agreed.

Tenant: As stated in Attachment 1 to AFR 11-4.

106X SAFETY - Insert a double "X" and include the following in the attachment to the agreement.

Host: Include the tenant unit and all tenant unit personnel in the host base accident prevention program. Provide supervisory safety training, traffic safety education, and driver improvement activities for tenant personnel as required. Perform safety inspections of the tenant activities as required. Conduct joint accident investigation and assist in the preparation of

accident reports and monthly summaries for submission through tenant command channels. Assist the tenant unit commander in the planning and implementation of an all-inclusive internal accident prevention program. Invite representation of the tenant unit in host base accident prevention councils. Invite tenant unit participation in host base actions in support of the Air Force-wide accident prevention campaigns. Provide tenant unit with an equitable share of locally generated safety promotional material.

Tenant: Support the host base accident prevention program. Periodically provide the host base with current rosters of personnel eligible for or requiring AFR 50-24 traffic safety education courses. Assist host base ground safety personnel in accident investigations involving tenant unit personnel. Provide unit representation on host base accident prevention councils. Take a participating part in base-wide accident prevention campaigns commensurate with the tenant unit size and capabilities.